Medical Records

Terminal Learning Objectives

Discuss Health/ Outpatient Treatment Records to include the definition and types of medical records, medical record preparation, release of medical information and automated medical record systems IAW AR 40-66

MEDICAL RECORDS

Definition:

A medical record is any military or civilian document that provides information on the evaluation, findings, diagnosis, and treatment of a patient.

Purposes/Uses

- Army medical records provide a complete medical and dental history for patient care, medico-legal support, and research and education.

- Provide a means of communication between health care providers and for support of other Army functions.

Purposes/Uses

- Physical Evaluation Board
- Medical Retention Board
- Personnel Reliability Program

PROVIDE DOCUMENTATION

a. Support legal interests of:

- patients
- health care providers
- medical care facilities

b. Support medical research and education

PROVIDE DOCUMENTATION

a. Assist medical officers in advising Commanders regarding the retention and utilization of service members

b. Provide a basis for PEB in determining medical fitness of soldiers & eligibility for benefits

STATUS OF MEDICAL RECORD INFORMATION

- Private and confidential
- Used in DX, Treatment, and prevention of medical conditions
- Legal documents: may be used as evidence in legal actions

Army Health Record (HREC)

Prepared for

- Active Duty Personnel
- Reserve and National Guard Personnel
- Military Prisoners while confined
- Cadets of the United States Military Academy

Army Health Record (HREC)

- Screened semi-annually
- AD Military only

HREC Characteristics

- Permanent
- Continuous
- Locally available

HREC Disposition & Maintenance

- In peacetime - maintained by the MTF that provides primary care.
- Under Combat conditions - Retained by the Military Personnel officer.
- Retired when the soldier leaves active service

Outpatient Treatment Record (OTR)

PREPARED FOR

Each family /civilian patient treated on an outpatient basis (not admitted) at Military Treatment Facilities

OTR Characteristics

- May be used in Outpatient and Inpatient Treatment

OTR Disposition & Maintenance

All hospitals - Retained for the year of treatment plus three years, and retired the following January

US FIELD MEDICAL CARD (DD Form 1380):

Prepared for Patients Treated at:

- Aid Stations
- Clearing Stations
- Non-fixed Troop or Health Clinics
- Mass Casualties

Field Medical Card (DD Form 1380)

Disposition/Maintenance

- For Outpatient Care: Filed in the HREC/OTR
- For Inpatient Care: Filed in the Inpatient Treatment Record (DA Form 3444)

FMC (DD Form 1380) Characteristics

- May be used as either an outpatient or inpatient record
- Dual Status

MANAGEMENT OF HREC/OTR

- Property of the U.S. Government
- Will remain in the custody of the MTF at all times
- Patient may be provided a copy

DISCLOSURE PROCEDURES

- Request within DA

- Patient consent is not required
  - Releasable information

- Communicable Diseases
- Statistical Data
- Lawful purposes

REQUEST FROM PATIENT

- Must be in writing
- Complete DA Form 5006-(Medical Record-Authorization for Disclosure of Information)
- Submit a letter

REQUEST FROM PATIENT

Request may be denied:

- If a physician determines that access to such information could adversely affect the patient's health
- Identify records with a piece of color tape
- Direct access will be allowed in the presence of the P/Administrator

REQUEST FROM 3RD PARTIES

- Must have patient’s consent
- Requested information only
- DA Form 5006-R

TEMPORARY MEDICAL RECORDS

- Record is delayed (original)
- Manila folder
- Date
- 60 Days

TRANSFER PROCEDURES (HREC)

- Hand-carried
- Copy of orders

TRANSFER PROCEDURES (OTR)

- Hand-carried
- DA Form 3705 (Receipt for Outpatient Treatment/Dental Records
- Parent sign for minors
- File DA Form 3705
- Copy of orders

TRANSFER PROCEDURES (OTR) (If Mailed)

- DD Form 2138 (Request for Transfer of Outpatient Treatment Records)
- Present DD Form 2138 at next MTF
- MTF mail request

TRANSFER PROCEDURES (OTR) (If Mailed)

- Losing MTF forward record(s)
- Losing MTF file DD Form 2138 alphabetically
- Maintain on file until retirement of that year's record

TRANSFER PROCEDURES FOR SPECAT

- FOLLOW SAME PROCEDURES AS PREVIOUS
  - NOTE
    - RECORD MUST BE RELEASE BY REFERRED AGENCY/PROVIDER

AWOL LONGER THAN 10 DAYS

- MILPO

PATIENT TRANSFERRED TO ANOTHER MTF

- HREC
- Copy of the Inpatient Record

SPECIAL INSTRUCTIONS

For HIV Patient

- Affix a DA Label 162 (Emergency Medical Identification Symbol)
- Annotate DA Form 5571 “Donor Ineligible-V72.62”

RECORD REQUESTS

- DD Form 877 (Request for Medical/Dental Records or Information)
- Other MTF

RECORD REQUESTS

- DD Form 877-1(Request for Medical Records from the National Personnel Records Center)
- Records from NPRC

Automated Medical Record Systems

The Composite Health Care System (CHCS)

- A fully integrated health information system used in all DOD MTF's
- Functional areas include patient administration, pharmacy, radiology, lab, managed care, and physician order entry
- Does not currently capture outpatient information

Automated Medical Record Systems

Ambulatory Data System

- Captures ambulatory (outpatient) data
- Uses machine-scanned forms completed at time of visit
- Interim system linked to CHCS

Automated Medical Record Systems

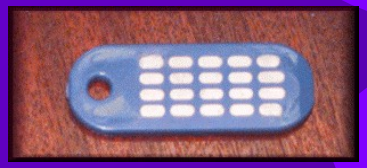
The Personal Information Carrier (PIC)

- Small, portable, rugged storage device
- Used for storing and transporting medical information on an individual throughout a deployment
- PIC technology still in developmental phase; several products being tested

Automated Medical Record Systems

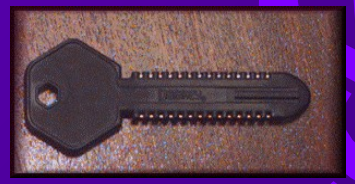
PIC Examples:

- MediTag

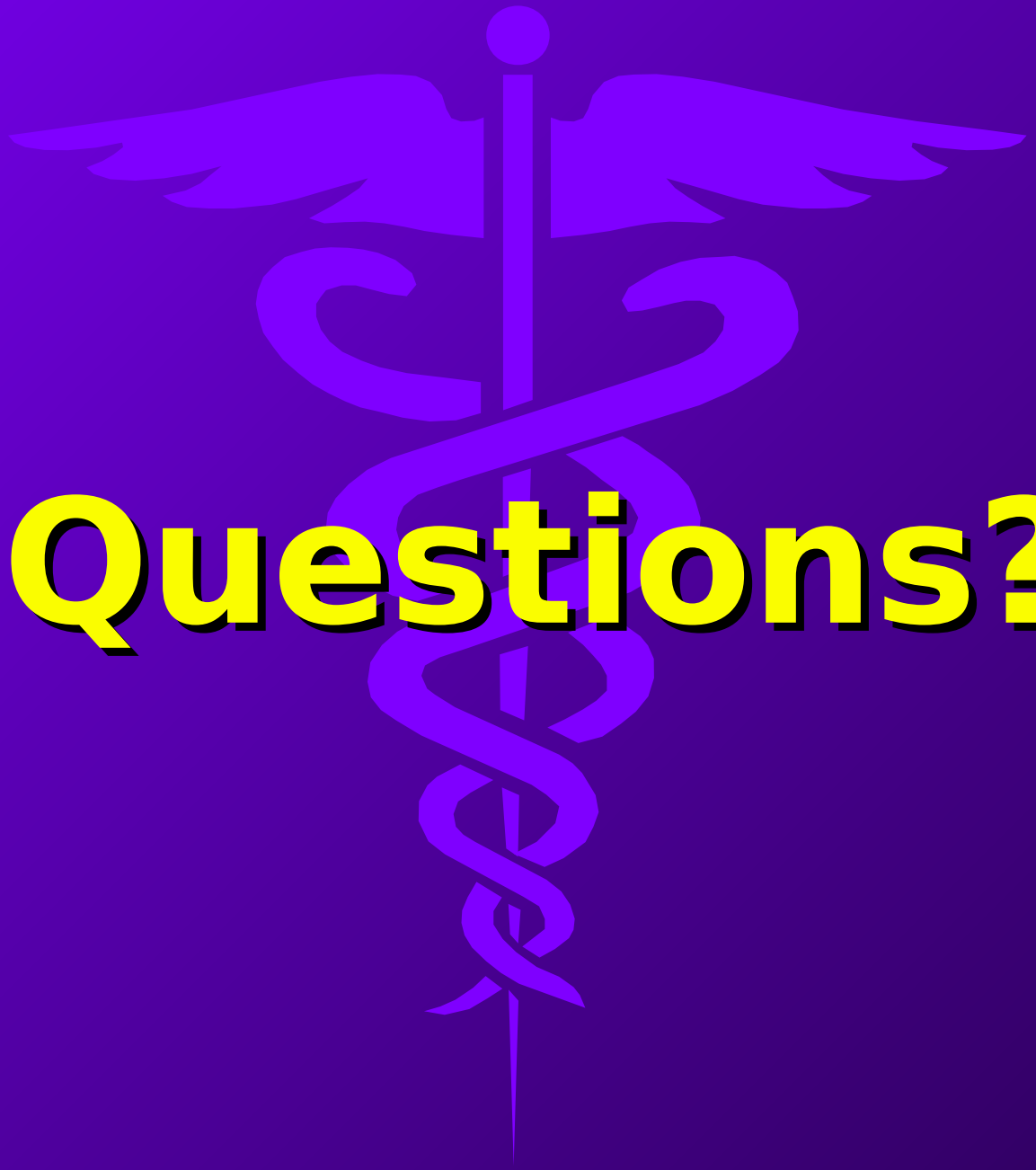


- Multi Media Card

- Memory Key



- Smart Card



Questions?